



# Montecito Sanitary District

1042 Monte Cristo Lane     *A Public Service Agency*  
Santa Barbara, CA 93108

Phone: (805) 969-4200  
[www.montsan.org](http://www.montsan.org)

## AGENDA

For the Regular Meeting of the Board on:

**January 13, 2025**

The regular meeting of the Governing Board will begin at **1:00 p.m. on January 13, 2025** in the District's Board Room at 1042 Monte Cristo Lane, Santa Barbara, CA 93108.

The public may attend the meeting in person or participate remotely via Zoom using the following virtual meeting details:

By visiting: <https://us02web.zoom.us/j/86118975917>

Or by calling: 1-669-900-6833

Meeting ID: 861 1897 5917

**1. CALL TO ORDER**

**A. ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. PRESIDENTS REPORT**

**D. BOARD APPROVAL OF THE AGENDA**

**2. PUBLIC COMMENT**

Public comment on items not on the agenda is **limited to 3 minutes** and is at the discretion of the Board President. For further instructions, please see [Instructions for Public Comment](#) on the District's website.

**3. COMMITTEE REPORTS**

It is recommended that the Board receive and file a report provided by the following committee(s):

- A.** The Montecito Sanitary District Finance Committee (Directors Johnson and Newquist) will report on their January 9, 2025 meeting.

**4. CONSENT CALENDAR**

- A.** Payables from December 1, 2024 through December 31, 2024
- B.** Board Meeting Minutes of the December 18, 2024, Regular Meeting
- C.** Consideration of Allowance for Expenditures Adjustment for the Protective Measures of District Facilities (January 2023 Storm Project)

**5. GENERAL MANAGER’S REPORT**

The General Manager will provide a written report on the District’s non-actionable business and operational matters and will provide explanation where requested. Topics include the following:

- A. GM Meetings
- B. 2024 Employee of the Year
- C. January 2023 Storms Damage Projects Update
- D. Wastewater Treatment Plant (WWTP/Plant) Improvement Projects
- E. SSD and MSD Collection System and Flow Equalization Analysis for Montecito Water District Reuse
- F. Private Property Developments
- G. Summary of District Laboratory Quality Assurance Assessment
- H. District Planning and Building Approval Process with the County
- I. Procedure for Directors to Request Information from Staff
- J. District Financial Matters
- K. District Health Benefits Update
- L. CIP Progress
- M. Flow/Rainfall Comparison – January 2024 through December 2024

**6. BUSINESS ITEMS**

**A. ORDINANCE NO. 24 – EXHAUSTION OF ADMINISTRATIVE REMEDIES PROCEDURE**

It is recommended that the Board:

- i) Consider adopting Ordinance No. 24 – Establishing an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments; and
- ii) Taking such additional, related action that may be desirable.

**B. STANDING COMMITTEES ROLES AND RESPONSIBILITIES**

It is recommended that the Board:

- i) Receive a presentation from the General Manager regarding the Districts’ Standing Committees roles and responsibilities; and
- ii) Taking such additional, related action that may be desirable.

**C. DISCUSS CONTRACT CONTINGENCIES FOR DISTRICT PROJECTS**

It is recommended that the Board:

- i) Receive a presentation from staff on the Districts’ approach to project contingencies; and
- ii) Taking such additional, related action that may be desirable.

**D. DISTRICT INVESTMENT COUNCIL PRESENTATION**

It is recommended that the Board:

- i) Receive a presentation from staff on the Districts’ investments; and
- ii) Taking such additional, related action that may be desirable.

**E. DISCUSSION OF FORENSIC AND COMPLIANCE AUDIT OF THE DISTRICT**

It is recommended that the Board:

- i) Discuss hiring an accounting firm to perform a forensic and compliance audit of the District; and
- ii) Taking such additional, related action that may be desirable.

**F. DISCUSSION OF REINSTATING DUAL SIGNATURES ON DISTRICT CHECKS**

It is recommended that the Board:

- i) Discuss reinstating dual signatures on District checks; and
- ii) Taking such additional, related action that may be desirable.

**G. DISCUSSION OF DOCUMENTS REQUIRING DIRECTOR SIGNATURE**

It is recommended that the Board:

- i) Discuss what documents require a Director's signature; and
- ii) Taking such additional, related action that may be desirable.

**7. CLOSED SESSION**

**A. PUBLIC COMMENT**

Public comment on closed session item(s):

**B. PUBLIC EMPLOYEE EVALUATION (GOVERNMENT CODE § 54957)**

Title: General Manager

**8. BOARD COMMUNICATIONS**

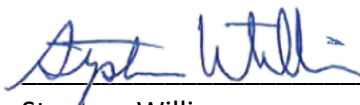
- A. Items for future Board meeting
- B. Next Board Meeting Date

**9. ADJOURNMENT**

The Montecito Sanitary District conducts its meetings in accordance with the Brown Act. The District also provides alternative methods of remote participation which permit members of the public to observe and address public meetings remotely via telephone or Zoom. These methods of participation can be accessed through the internet link provided at the top of this agenda.

This agenda was posted on the District website, and at the Montecito Sanitary District Bulletin Board in accordance with the requirements of the Brown Act.

Attested by:



Stephen Williams

Business and Administrative Manager/Clerk of the Board

*ADA – The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's programs, services or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at 969-4200.*